

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
SUPPLEMENTAL APPLICATION

**PRINCIPAL ENVIRONMENTAL PLANNER**  
**Grant Programs Section, Outreach and Incentives Division**

OPEN: August 28, 2006

CLOSE: September 18, 2006

Individuals who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official BAAQMD application no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria in the vacancy announcement.

**Instructions:** Please respond to each of the questions below. Please limit your responses to one page per question. This information may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. **Please do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question.**

Please be advised that the information you provide will be evaluated **as is** and incomplete or illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

1. Describe your education and any formal training that qualify you for this position. Include your area of study and any degrees and certificates received. Specifically, note any coursework or other formal training specifically applicable to this position.
2. Describe your professional environmental planning experience that qualifies you for this position, particularly any experience in administering grant and incentive programs. Include your specific role and responsibilities, the duration of the experience (in months or years), and how much of that experience involved air quality, environmental or transportation planning. If this function was not your primary duty or was not performed on a full-time basis, indicate the number of hours, days or months that the duty was performed.
3. Describe any relevant environmental planning projects or programs in which you have participated or lead. Be specific about your role. Include the activities performed, the other parties involved and the nature of your interaction with them, the results of the projects or programs, and the beginning and ending dates. Include any experience with grants.
4. Do you have a California Driver's license? ☐ Yes ☐ No

*Please return this signed form attached to your responses.*

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_